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29 June 1962

MEMO FOR THE RECORD:

Minimal Awards Meeting held Friday afternoon,  
29 June 1962 in the Conference Room 5 E 60, Headquarters.

The meeting was chaired by [REDACTED]

STATINTL  
STATINTL

[REDACTED]  
Incentive Awards Officer and [REDACTED] attended.

STATINTL

A total of 12 cases considered.

Approved - 5 Certificates of Appreciation

6 for a total of \$155 Cash

Disapproved - 1

29 JUN 62

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29 June 1962

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 61-532: dated 9 June 1961

[REDACTED] MS, DD/S

Adm. Officer, GS-11

A. Summary of Suggestion

Suggester proposed that Medical Examination Reports for employees and dependents prior to departure for overseas be released at the same time in order to eliminate those cases where employees were qualified and commenced processing, only to be cancelled at a later date due to their dependents' disqualification. This practice would aid the personnel offices concerned in their planning and save time and money for all offices concerned.

B. Summary of Evaluation

Medical Office refused to hold up their evaluation reports; however, the remedy seemed to be to have Form 89 (Medical History) and Form 259 (Request for Medical Evaluation) submitted simultaneously by the Division Personnel Officers which would assure concurrent examinations of employees and their dependents, and achieve the objectives proposed by the suggester.

STATINTL

Mr. [REDACTED] asked Personnel Officers in DD/P to comply and the Medical Office insisted that both forms come in at the same time.

As of June 6, 1962, Medical Staff reports there is a big improvement in this situation and the problem appears to have been alleviated.

C. Recommendation of Executive Secretary

STATINTL

A Certificate of Appreciation to [REDACTED] for pointing at a problem that needed correction and for instigating some corrective action, even though his own particular idea was declined.

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman / Suggestion Awards Committee

*Coy A*  
Award

*29 June 1962*  
Date

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-54: dated 2 August 1961

STATINTL

[REDACTED], GS-9, Physical Security Assist.  
OS, DD/S

A. Summary of Suggestion

STATINTL

Suggester proposed that Claim Form No. 1618 be sterilized for [REDACTED] use, thereby eliminating the present system of reporting hospitalization claims via memorandum. This proposed form would eliminate the need to originate a memorandum, save man-hours in handling and expedite settlement.

B. Summary of Evaluation

STATINTL

In November 1961, Office of Security reported that suggester had initiated the use of the sterile form at one Security Office and the utilization of the form soon followed in all Office of Security [REDACTED] offices. This form is used to process 20 to 25 cases per month in OS and has saved many man-hours in OS Headquarters [REDACTED]. Through the use of this form, accuracy and completeness have increased, thereby eliminating the need for follow-up inquiries. The handling of claims has also been expedited.

STATINTL

STATINTL

Other offices canvassed reported no problems with regard to filing of hospitalization claims by [REDACTED] personnel.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$35.00 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion Awards Committee

35.00  
Award

29 June 1962  
Date

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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**SECRET**

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29 June 1962

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-93: dated 8 September 1961

25X1A

[REDACTED], Budget Officer, GS-12  
OS, DD/S

A. Summary of Suggestion

Suggester proposed a simplification of Blanket Travel Order (BTO) procedures. Proposed the use of one blanket travel order per cost center with an attached list of persons authorized to travel instead of the present system of preparing individual blanket travel orders. This procedure means that more than 300 forms are used in the Office of Security.

Suggester also proposed that the distribution requirements for all types of travel orders be reviewed for possible elimination of copies. Form 540 is composed of an original and eight copies with carbon interleaved and snap-out feature and under the present procedures, suggester learned that four copies are destroyed.

The proposed procedure would reduce over all administrative handling costs, save man-hours and reduce printing costs. For example in the case of the Office of Security, the number of blanket travel order forms would be reduced to one, plus any amendments needed due to subsequent changes.

B. Summary of Evaluations

OS believed that adoption of the suggestion would result in reduced costs for forms, and clerical work. The Office of Security reported on 31 October 1961 that OS has already prepared 340 BTO's during FY 62. Further commented that this suggestion constitutes a minor modification of a procedure which affects Administration and Training Staff components.

OSI reported on 12 December 1961 that they are adopting this system for TDY domestic travel only.

OO, Contact Division, will use the form to an advantage when issuing unvouchered area travel orders for Field personnel and for Headquarters personnel who travel frequently.

OP does not use enough blanket travel orders to justify printing a special form and the suggested form would not cover special provisions needed for Recruitment Officers.

DD/P declined because they have relatively few travellers whose travel falls into any pattern or routine.

Comptroller evaluates this suggestion as a refinement of an existing procedure and has no objection to its adoption by the Office of Security.

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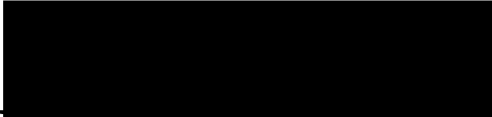
SUGGESTION NO. 62-93 (continued)

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25-\$35 Award based on Intangible Benefits SLIGHT/LOCAL.

D. Decision of Chairman

25X1A

  
Chairman, Suggestion Awards Committee

\$35.00  
Award

29 June 1962  
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29 June 1962

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-141: dated 19 October 1961

STATINTL

[REDACTED], Security Officer, GS-14  
OS, DD/S

A. Summary of Suggestion

Suggester proposed the use of magnets to affix items to the walls in the new building. Such magnets will satisfactorily hold papers, notices, calendars and similar items on the metal partition walls without marring them. Suggestion was made orally to the Building Supply Office when found that they did not carry such magnets.

B. Summary of Evaluation

OL noted that they found that magnets have been readily accepted by personnel in the Headquarters Building, and therefore have acquired a stock of them for the Building Supply Offices. The metal magnets which are currently in use will not only support a considerable amount of weight which permits framing charts, maps, and pictures, but they are also relatively inexpensive. Mounting maps and charts on metal walls is a comparatively simple operation. There is no damage to the wall surface nor is there any damage to papers, maps, or charts to be mounted.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$35.00 Award based on Intangible benefits.

D. Decision of Chairman

\_\_\_\_\_  
Chairman, Suggestion Awards Committee

\_\_\_\_\_  
Award

July 29, 1962.  
Date

*dis approved by Chairman*

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29 June 1962

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 62-236: dated 11 January 1962  
[REDACTED], Clerk, GS-4  
RID, DD/P

A. Summary of Suggestion

Suggester proposed the use of a sorting rack for the primary sorting of 201 Folders. It is a more convenient form of handling and saves time, as well as the life of the folders.

B. Summary of Evaluation

RID has adopted the suggestion. A test using this sorting rack was conducted on the night shift, resulting in an expected savings of 195 manhours annually or the equivalent of \$350.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20.00 Award based on Intangible benefits.

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion Awards Committee

\$20.00  
Award

29 June 1962  
Date

GROUP 1  
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29 June 1962

## SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 62-275: dated 14 March 1962

STATINTL

[REDACTED] GS-11, Personnel Research  
Officer

OP, DD/S

A. Summary of Suggestion

Suggester proposed and designed the "Warning Point Level" indicator card. This card is specifically designed for use with shelved materials such as forms, envelopes, publications, supply items, etc., and reminds the person responsible that the stock level has reached the predetermined point at which a new supply must be ordered routinely.

B. Summary of Evaluations

As a result of checking various Agency offices, the following have indicated that they will use the "Warning Point Level" indicator card:

OP/RSD - adopted and using. However, Line-of-duty for this office because suggester is assigned here.

OP/MSD - using - suggester gave 25-30 copies to them.

OL/PSD - Headquarters plant now using the form to control stocks of paper.

DDI/OCR - would use 40-50 cards. Rated very SLIGHT-LIMITED by DD/I Admin.

STATINTL DDS/OC - OC Security [REDACTED] requests 100 copies.

STATINTL DDS/OS - OS Supply [REDACTED] already furnished 50 cards, estimated supply for one year.

DDS/MS - Now using buff color blank card. If blue card available they could use 50 per year.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$30.00 Award based on Intangible Benefits (SLIGHT-LOCAL).

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion Awards Committee

\$30.00  
Award

29 June 1962  
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29 June 1962

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-300: dated 18 April 1962

[REDACTED], Clerk-Steno., GS-5  
OP/IAS, DD/S

25X1A

A. Summary of Suggestion

Suggester proposed that unbadged new employees be given an escort through the new building when going to the cafeteria, particularly during inclement weather. These new employees then returned through the rain and sat for tests in wet clothes all afternoon.

B. Summary of Evaluation

Medical Office made the necessary arrangements. A notice will be posted on the black-board on rainy days and an escort will be provided for the unbadged new employees to the cafeteria at 11:30. Office of Personnel was notified.

C. Recommendation of Executive Secretary

\$15.00 Award.

D. Decision of Chairman

[REDACTED]

Chairman, Suggestion Awards Committee

\$15.00  
Award

25X1A

29 June 1962  
Date

GROUP 1  
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29 June 1962

SUMMARY OF FITNESS REPORT SUGGESTIONS

25X1A

SUGGESTION NUMBER	NAME	SUMMARY	FINAL RESULTS	SUGGESTION AWARDS COMMITTEE RECOMMENDATIONS
59-533	NE - GS-5	Make rating system consistent throughout by providing same number possible ratings for each section (B, C, and D)	Form reflects a consistent adjective rating	\$20.00 Award

25X1A

Decision of the Chairman

Chairman, Suggestion Awards Committee

29 June 1962  
Date\$20.00  
Award

25X1A

61-218

CI - GS-6

1) That a memorandum form be adopted for evaluation of non-professional employees.  
 2) That rating possibilities in Sec. B be modified to show total of 4 from which one may choose and that specific duties under Sec. B be limited to two, primary and secondary.  
 3) Eliminate Sections C and D entirely.

1) Already in effect to a degree.  
 2) Declined.

Certificate of Appreciation for effort. Actually Section D was nominally done away with. They do expect and provided for substance of Section D in the narrative section.

25X1A

Decision of the Chairman

Chairman, Suggestion Awards Committee

29 June 1962  
DateC of A  
Award**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**CONFIDENTIAL**25X1A SUMMARY OF FITNESS REPORT SUGGESTIONS

SUGGESTION NUMBER	NAME	SUMMARY	FINAL RESULTS	SUGGESTION AWARDS COMMITTEE RECOMMENDATIONS
61-258	OSI - GS-15	Addition of a glossary of "Characteristics" to "Directions for Completing Form 45, Fitness Report."	No glossary on Form 45.	Certificate of Appreciation because terms are defined on the new form even though there is no glossary.

25X1A

Decision of the Chairman

Chairman, Suggestion Awards Committee

29 June 1962  
DateC G A  
Award

25X1A

61-260

OO/FDD - GS-14

That a single scale, 1-4, 1-5, or 1-6 be used for all three sections (B,C,D) or the use of uniform adjectival ratings.

Adopted.

Certificate of Appreciation.

25X1A

Decision of the Chairman

Chairman, Suggestion Awards Committee

29 June 1962  
DateC G A  
Award

25X1A

62-81

OC - GS-12

1) That the evaluation grades be made to compare exactly.  
2) Or that Section C be incorporated into Sec. B as an average.

1) Adopted.  
2) Declined.

Certificate of Appreciation

25X1A

Decision of the Chairman

Chairman, Suggestion Awards Committee

29 June 1962  
DateC G A  
Award**CONFIDENTIAL**